

**BYLAWS
OF THE
Southwest Kansas Regional Emergency Planning Council**

**ARTICLE I
NAME AND PRINCIPAL OFFICE**

Section 1. Name. The name of the entity shall be the **Southwest Kansas Regional Emergency Planning Council**, hereinafter referred to as the “**Council** .”

Section 2. Principal Address. The official address shall be at the location of the Regional Council Secretary.

**ARTICLE II
MISSION STATEMENT**

The Council will continue to support statewide all-hazard preparedness while reducing vulnerabilities to natural or manmade acts. The Council will accomplish this by building capabilities, and developing comprehensive preparedness strategies in partnership with other government agencies and the private sector.

VISION

Regional citizens and critical infrastructure will be served by the appropriate levels of preparedness measures with respect to any real or potential hazard(s). This will be accomplished through a unified preparedness structure that will protect against today’s hazards and meet the unknown hazards of the future.

FOCUS

The Council’s security strategy provides the foundation for meeting the State’s vision by focusing on the following three key areas of all hazard preparedness:

- **Mitigation** – identify and protect critical infrastructure assets while improving the ability of state and local agencies to gather, analyze, and share information about all hazard activity.
- **Response** – identify and close existing gaps in basic emergency response capabilities as well as ensure effective coordination of emergency response to all hazards.
- **Recovery** – put plans and resources in place to enable an effective recovery from natural and/or manmade hazards for both public and private entities.

PURPOSE

The purpose of the council drives the requirements for membership.

The initial task for the council will be to examine current response capabilities on a regional level and measure those against the desired (required) target capabilities outlined under the Homeland Security Presidential Directive – 8 and focusing on the regional prioritized vulnerabilities.

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From this analysis, the council will identify priorities for improvement and recommend projects for funding.

- A. Carry out the intent and purpose of the State Homeland Security Program and the Law Enforcement Terrorism Prevention Program Grants and other committee tasks which involve the first responders of the 18 county area of Southwest Kansas which includes Morton, Stevens, Seward, Meade, Clark, Stanton, Grant, Haskell, Gray, Ford, Hamilton, Kearny, Finney, Wichita, Greeley, Scott, Lane and Hodgeman.
- B. Serve as a regional emergency planning council for suggestions, ideas, and formulation of proposals concerning the eighteen counties in the southwest region which would include, but not be limited to, planning, training, education and exercise.

**ARTICLE III
COORDINATION AND DUTIES**

Section 1. Coordination. To coordinate the Region's all hazards planning and education of responders and secondary agencies.

Section 2. Duties. The duties of the Council shall include:

- a. Establish procedures for obtaining grants involving responders of the Southwest Region.
- b. Recommend guidelines to the various agencies and counties that will help coordinate Southwest Regional activities.
- c. Provide coordination and assistance in conducting regional and local training and exercises to responders and citizens.

**ARTICLE IV
CALENDAR YEAR**

The fiscal year of the Council shall coincide with the Calendar year, January 1 to December 31.

**ARTICLE V
COUNCIL MEMBERS**

Section 1. Composition. Two guiding principles for populating the council must include both functional disciplines and local government involvement.

The Council shall consist of representatives from the 18 Southwestern Counties, three (3) Class 1 Cities (Garden City, Dodge City, Liberal) and the members of each appointed discipline listed below. Voting members are from the county/city representatives, and functional disciplines appointed to this council. In case of a tie, the Chairperson will be the tie breaking vote. If a member is representing both a Functional Discipline and County/City, they

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will only have one (1) vote.

A. Functional Disciplines include:

- (2) Fire Service
- (2) Law Enforcement
 - 1 police and 1 sheriff
- (2) Emergency Management
- (2) Emergency Medical Services
- (1) Public Health
- (1) Hospital
- (1) Public Works
- (1) Public Safety Communications
- (2) Members at large appointed by regional council once formed
 - (1) with agricultural background
 - (1) representing a volunteer/non-profit organization

Section 2. Selection. All members of the Council shall become so by virtue of their appointment by the representation of the counties/cities/functional disciplines. When vacancies occur, notice shall be given to the Council. After a resignation has been accepted, a replacement member shall be chosen by the discipline or county/city the member represented.

Section 3. Term. The Council members shall serve a minimum of two years though eligible for consecutive terms.

Section 4. Meetings. The Council shall hold at least one (1) regular meeting every three (3) months unless sooner convened by the Chairperson, Vice-chairperson or any five (5) members. Any five (5) members may request an emergency meeting as called by the Chairperson or Vice-chairperson. All members shall be notified as to the date, time and location of the meeting. Notices need not state the purpose. Council members present shall constitute a quorum. Any vote by a majority of the quorum shall be the act of all the Council members.

Section 5. Procedures. Agendas for the regular meetings will be prepared and distributed to the Council prior to each meeting whenever possible.

**ARTICLE VI
OFFICERS**

Section 1. Number and Type. Officers of the Council shall initially consist of a Chairperson, Vice- Chairperson, and a Secretary.

Section 2. Term. Officers shall serve for two years, though eligible to run for consecutive terms.

Section 3. Selection. Selection of officers shall be made by the Council at the regular meeting before the first of the year, where a simple majority of those eligible to vote shall elect the officer or officers.

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Section 4. Vacancies. Officer vacancies due to termination or resignation shall be filled by a majority vote of the Council present; the newly elected officer shall serve in that office **for** the remainder of the term, but shall be eligible to run for a full term in said office.

Section 5. Duties. Duties of the officers shall be as follows:

1. The Chairperson shall preside at all meetings of the Council. The Chairperson shall perform other duties designated by the Council. The Chairperson shall prepare agendas and notices and answer correspondence as directed. The Chairperson shall serve as the official spokesperson for the Council.
2. The Vice-chairperson shall perform such duties as the Chairperson and/or the Council may designate. In the absence of the Chairperson, the Vice-chairperson shall perform the Chairperson's duties.
3. The Secretary shall be responsible for maintaining the minutes of all meetings and maintain all official records of the Council.

**ARTICLE VII
AMENDMENTS**

Section 1. Council members shall be given five (5) days written notice prior to any vote amending these Bylaws.

Section 2. Amendments to these Bylaws shall take effect when they have been approved by no fewer than two-thirds of the Council members present at meetings of which notice was properly given.

ADOPTED by the Southwest Kansas Regional Emergency Planning Council

this ____ day of _____ 20__.

Chairperson

Secretary